

HOW TO CHANGE THE NAME OF YOUR MICROSOFT ACCOUNT

Follow these steps:

1. Sign in to your Microsoft account.
2. Go to *Your info* via Accounts setting.
3. Click on *Manage my Microsoft account*.
4. Click on *Your info*.
5. Click *Edit name*.
6. Type your new name (using both fields), then click *save*.
7. Close all windows to return to the Desktop.
8. Reboot your computer.
9. When you return to the sign-in screen and enter your password/pin, your new Microsoft account name will appear. If it doesn't change, you may have to go to *Your info* and *verify* the change.